



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Landscape Maintenance Manager
II. Organization Unit: Downtown Properties and Assigned Areas of WCPRD Regional Parks
III. General Summary: Landscape Manager is under direct supervision of the Assistant Director. The Landscape Manager will be required to complete various operational and programming tasks, special event assignments, and landscape / maintenance duties for following areas: Downtown Maintenance District, Shanty Hollow Lake (periodic) Basil Griffin Park primary entrance on Three Springs Road, Michael Buchanon Park primary entrance on Nashville Road, Phil Moore Park Gymnasium front entrance areas, any other park locations assigned by Director.
IV. Qualifications: High School Diploma; 2-4 years College (preferred); 2-4 years landscape experience desired; general knowledge of various types of trees, shrubs, flowers; must have knowledge of basic landscaping tools (trimmers, chainsaw, etc.). WCPRD is an equal opportunity employer.
V. Position Wage: This is a full-time position. The wage will be negotiated at the time of hire. Medical, insurance, dental insurance, and vision insurance is available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost).
VI. Employee Classification: Exempt
VII. Essential Job Functions: 1. In charge of all exterior ground maintenance at the following locations: SKyPAC, Hot Rods, Stadium Park Plaza, Farmer's Market (SoKY Marketplace), Planning and Zoning, Courthouse, and W.C. Regional Jail, Justice Center, and other assigned areas of WCPRD park locations as assigned by Director (see General Summary above). 2. In charge of mowing, trimming, spraying, weeding, planting, and mulching all assigned properties. 3. In charge of cleaning (daily) all walkways, parking lots, and flowerbed areas. 4. Ordering all shrubs, trees, etc. for assigned properties. 5. Ensure Farmers Market area is cleaned for various special events. 6. Coordinate landscaping projects with other Park Managers to assist with their facilities. 7. Complete daily work orders on current work order system. 8. Setting weekly schedule on Deputy system for assigned staff and submitting and meeting all payroll deadlines. 9. Submit weekly report to Superintendent or Director. 10. Oversee all major chainsaw projects and primary landscaping projects for the department. 11. Clean and maintain equipment. 12. Complete monthly vehicle inspections of assigned vehicles. 13. Operate and maintain snow removal equipment (snowplows, blowers) during inclement winter weather events. 14. Complete all assigned trainings. 15. Assist in ice rink operations during the winter months. 16. Assist with any special events as assigned by Director. 17. Maintain detailed inventory of landscaped areas and an associated maintenance plan. 18. Maintain up-to-date assigned equipment inventory and submit at required deadlines. 19. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy, and all other WCPRD rules and regulations. 20. Complete any other duties as assigned by the Director of WCPRD. 21. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
VIII. Special Work Conditions: Outdoor work; some night and weekend work required; direct supervision of inmates
IX. Verification of Understanding Position: By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature Date
Witness Signature Date
Director WCPRD Signature Date